

St. Andrew's Episcopal
121 High Street
Mount Holly, NJ 08060
<http://www.standrewschurch-mh.org>



MONDAY MORNING MONTHLY MARKET 2024
June 3rd, July 1st & August 5th
VENDOR APPLICATION PACKET



PLANTS, FLOWERS, CRAFTS, ARTS, NON-PROFITS & FOOD

**VENDOR APPLICATION PACKET
ST. ANDREW’S EPISCOPAL CHURCH
MONDAY MORNING MONTHLY MARKET 2024**

1. PURPOSE

This application is to be used for vendors interested in participating in the MONDAY MORNING MONTHLY MARKET 2024 held at the St. Andrew’s Episcopal Church parking lot, 121 High St., Mt. Holly, NJ 08060. This section of the application packet will provide vendors with general information on the market and the categories of vendors desired.

2. DESCRIPTION OF FACILITY

St. Andrew’s Episcopal Church is an historic church located in Mt. Holly Township, 121 High Street across the street from the Elks and the Historic Burlington County Courthouse. Our Rector, Father Andrew Hanyzewski and Vestry would like to invite you to participate in MONDAY MORNING MONTHLY MARKET 2024 (6/3, 7/1, 8/5) . There will be bathroom facilities available for vendors, as well as an indoor location (with steps) for inclement weather. The vendor sites are on the paved parking lot. The indoor facility for inclement weather will provide each vendor one table and chairs inside the parish hall with entrances from the parking lot. There is an entrance driveway located on High Street and an exit driveway/alley on Union Street. There are 10 Vendor locations on site for each day of the market.

3. MONDAY MORNING MONTHLY MARKET 2024 SCHEDULE

June 3, July 1 & August 5

The Market will be open to the public from 9 AM-Noon. (Rain or shine, except for declared weather emergencies) Operation of the Market is subject to the Burlington County Health Department Rules and Mt. Holly Township Fire Regulations which are attached to this application. **Vendors may choose to attend one date, two, or all three.**

All Vendors are expected to arrive by 8:30 AM each Monday. One Vendor vehicle may park behind the church. Vendors’ tables will be in front of the church and near the side of the church closer to the High St. entrance. Additional parking is available in the adjacent lot behind 35 Garden St. Our market is accessible for additional parking through a gate in the back of the Church lot.

Vendors will be assigned a table space by the Market Manager on a first come basis in the parking lot. There are no electric accommodations outside. Vendors must supply their own tables, chairs, and other equipment necessary for display of products for sale outside.

If any vendor would like to preview the location, please contact, Mrs. Terri Sackett, 609-504-5146. To schedule a mutually convenient time, **Thursdays or Fridays** would be best for a preview of the site, day or evening appointments are available. A site map is included at the back of this booklet.

4. NO RESERVATION FEE REQUIRED

5. VENDOR TYPES

Category 1:

Agricultural Vendors are local farmers that produce and/or grow one or more of the following products: Fruit, vegetables, plants (starts, annuals, perennials, herbs) cut flowers and herbs, dairy products, farm-raised meat, seafood, and eggs. In addition, value added products (such as jams, jellies, salsa, honey, soaps, herbal oils, etc.) from one or more of the above referenced items are eligible. This list is not intended to be exhaustive. Agricultural products not on this list may be sold with approval. You will be asked in the application to provide a list of the products that you will be selling. We understand the risks associated with farming and the unpredictability of weather. If weather, disease, or other circumstances prevent you from harvesting and selling the produce listed in your application, you shall so notify the market manager. The County may conduct inspections of farms during the season to verify compliance with this rule.

Application: ATTACHMENT 1 & 5 - Agricultural Vendors (pages 7, 8, 9, & 16)

6. ***Category 2:***

Food Vendors must take an active part in making most of the items they plan to sell. Food vendors may sell items for on and offsite consumption including, baked goods, coffee, soups, salads, sandwiches, and value-added products (such as jams, jellies, salsa, honey, soaps, herbal oils, etc.) preferably made with ingredients sourced from local farms. Food vendors also include holders of a limited brewery license, restricted brewery license, craft distillery license, plenary winery license, farm winery license, or cidery and meadery license. This list is not intended to be exhaustive. Food products not on this list may be sold with approval. Vendors selling prepared foods shall prepare and serve foods in accordance with all applicable Federal, State, and local health regulations. All vendors except for those selling alcohol must submit the “Mobile Retail Food Establishment Application” that can be obtained from the County Health Department. Please contact George Hamway at the Burlington County Health Department, (609) 265-5516. Please be aware that the Health Department will require a completed application by Tuesday, April 25th, in order receive the necessary documents that are required in the submission of your application.

Food Vendors may also be required to obtain a permit from the Mt. Holly Fire Marshal if cooking on premises. For more information contact the Mt. Holly Fire Marshal’s office: 609-261-7233 at or go to <http://www.co.burlington.nj.us/941/Uniform-Fire-Code-Permit> for additional information.

Cottage Food Vendors need to provide a copy of their current Cottage Food Permit validated from the State of NJ with the completed application.

Application: ATTACHMENT 2 & 5 - Food Vendors (pages 10, 11, & 16)

7. **Category 3:**

Craft & Art Vendors must sell goods that are handmade, of original design and/or the direct product of the vendor. Vendors must display goods that are consistent with the type and quality represented in the application. Goods that incorporate illegally sourced items such as ivory and other materials acquired from the killing of endangered species are not permitted.

Application: ATTACHMENT 3 & 5 - Craft Vendors (pages 12, 13, & 16)

8. **Category 4:**

Non-Profit Vendors are Burlington County community groups, scouts, schools, or other non-profit organizations selling items, or food products for fund raising purposes.

Application: ATTACHMENT 4 & 5 - Non-Profit Vendors (pages 14, 15, & 16)

9. **DEADLINE FOR APPLICATIONS SUBMISSION**

The deadline for submission is **MONDAY April 29, 2024, 4:00 PM.**

St. Andrew's Episcopal Church will continue to accept applications after this deadline and throughout the market season. If vacancies become available, vendors will be selected by the date the application is received. If there are no vacancies at the time an application is received, the applicant will be placed on a waiting list.

10. **REQUIREMENTS FOR APPLICATIONS SUBMISSION**

Applicants shall complete, sign and return:

One Application & *Defense and Indemnification Agreement*

Return the APPLICATION, Agreement, and appropriate copies of licenses/permits by US Mail, Hand delivered to mailbox on side of church, Text, E-mail, or Online by April 29, 2024:

Terri Sackett or Charlie Haines, Co-Market Managers

St. Andrew's Episcopal Church

121 High St.

Mt. Holly, NJ 08060

(cell) 609-504-5145

terjohn@aol.com

<http://www.standrewschurch-mh.org>

11. REVIEW OF APPLICATIONS

The Market Managers of St. Andrew’s Episcopal Church will evaluate applications to ensure that the objectives and requirements of the application are met. They reserve the right to reject any application and will notify the vendor. A list of all food vendors will be provided to the Burlington County Department of Health.

12. ACCEPTANT OF APPLICATION/ATTENDANCE

Vendors are asked to select dates that they would like to attend. These requests will be accommodated to the best extent possible. Vendors selected to participate in the Monday Morning Monthly Market 2024 shall be notified in writing no later than MAY 3, 2024, for Opening Day.

13. REQUIRED SUBMISSIONS AFTER APPROVAL

If not included with the application, ALL vendors selected to participate in the Market shall transmit the certificate of insurance as described below to the church address by May 20, 2024, for opening day.

14. TERMS AND CONDITIONS

Rules of Market (Attachment 6-pages 17 & 18)

All vendors must agree to abide by the rules established for the farmers market located on church property included in Attachment 6 of this document.

There are no fees to be collected from the approved vendors by St. Andrew’s Episcopal Church.

15. INSURANCE REQUIREMENTS

Every vendor in fulfilling their responsibilities, as a matter of course, will represent itself as an independent contractor and not as an agent or employee of the St. Andrew’s Episcopal Church.

All vendors are required to execute the Defense and Indemnification Agreement found in this packet. It is recommended that you send this section to your insurance broker if applicable. At its own cost and expense, the commercial vendor must secure and maintain the following insurance coverage during the term of this Agreement:

Commercial General Liability, including Products Completed Operations, coverage for Personal Injury and Property Damage Liability of not less than one million dollars (\$1,000,000) for each occurrence and two million dollars (\$2,000,000) annual aggregate.

No later than May 20, 2024, Vendors, if applicable, shall provide the Church market manager a copy of the Certificate of Insurance evidencing that said insurance is and will be in effect during the market season and naming St. Andrew’s Episcopal Church of Mt. Holly, NJ, as an additional Insured. Certificates that name the Church as a certificate holder only will not be accepted. If required by your insurance broker, the Certificate of Insurance shall contain a statement that the policy applies to all activities that are undertaken by the insured during the Monday Morning Market 2024 season, if applicable. Certificates of Insurance that do not include a specific description of activities or events, may be used for any Church event that the vendor participates in during the term of the insurance policy. In addition, each Certificate of Insurance shall contain the following information or statements:

Name and address of insured.

A statement that the St. Andrew's Episcopal Church of Mt. Holly, NJ is an Additional Insured under Commercial General Liability.

The number and description of each policy in force on the date of the Certificate.

The expiration date of each policy shown as well as the amount of coverage for each party.

A statement showing the method of cancellation. If cancellation may be affected by the giving of notice to the insured and the St. Andrew's Episcopal Church of Mt. Holly, NJ by the insurer, the policy and Certificate must provide that cancellation shall not be effective until ten (10) days after receipt of such notice by the said Vestry of St. Andrew's Episcopal Church, Mt. Holly, NJ.

All said policies shall be kept in full force during the term of the Monday Morning Monthly Market 2024 season and each policy shall contain a rider stating that the policies are non-cancelable unless sixty (60) days written notice is given to the parties insured. During the 2024 Monday Morning Market season, it shall be the responsibility of the applicant to provide the Church with additional Certificates of Insurance in compliance with the above when any insurance policy for the above-listed coverage expires. The Certificate of Insurance should be issued to: St. Andrew's Episcopal Church, 121 High St., Mt. Holly, NJ 08060 Attn: Terri Sackett, Warden.

All certificates will be kept on file in the church office in accordance with County and State laws.

16. DISCRIMINATION PROHIBITED

Vendors selected to participate in events at the Church shall not discriminate in the hiring of persons who are qualified and available to perform work at the Market for reason of race, religion, sex, national origin, creed, color, ancestry, age, marital status, affectional or sexual orientation, familial status, liability for service in the Armed Forces of the United States, or nationality in accordance with New Jersey Law.

17. CHURCH REPRESENTATIVE

The Market Managers responsible for administration of the Monday Morning Monthly Market 2024: Mrs. Terri Sackett, Warden & Mr. Charles Haines, Vestry of St. Andrew's Episcopal Church, 121 High St., Mt. Holly, NJ 08060.

18. ENTRY AND INSPECTIONS

Mt. Holly Township, Burlington County, the State of NJ, the Church, its agents, or employees shall have the right to enter the Monday Morning Monthly Market 2024 area for the purpose of making inspections. Vendors are responsible for all decisions thereafter.

ATTACHMENT 1

2024 AGRICULTURAL VENDOR APPLICATION

Farm Name:

Contact Name:

Farm Address:

Mailing Address (if other than farm address):

Contact phone number:

Can the Church share this number with customers? Yes _____ No _____

Email Address:

Website:

Acreage of your farm: _____

Acreage on which you grow produce _____

If leased land, provide locations of lease
farmland:

Please choose a vendor description that best fits you (check all that apply):

_____ Diversified

Produce _____ Cut Flowers _____ Greenhouse Plants _____ Meat _____ Eggs

_____ Dairy Products _____ Herbs _____ Other _____

Type of farm practice: Traditional ____ Certified Organic ____ IPM ____
“Pesticide-Free” _____

If organic, how long has your farm been cultivated under organic practices?
Years ____ Months ____

Is farming a full-time or part-time occupation for you? Full-time ____
Part-time ____ Please list the items you intend to sell at the farmer’s
market. Estimate harvest dates to the best of your ability. Please use additional
paper if necessary. Name of item Acreage or Linear Feet Anticipated Harvest
Dates Other Items:

Please list other farmers markets that you participate in or plan to participate in:

Do you plan to purchase any products to sell at the market? Yes ____ No ____
If yes, list products:

Will you allow the Church to use photographs of you and/or your products for
advertising, website (www.burlcoagcenter.com) and social media?

Yes ____ No _____

(Continued on next page)

Please indicate below by initialing the 2024 dates that you prefer to participate:

June 3	July 1	August 5
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PLEASE INITIAL ALL:

- I have read and understand the vendor application and the St. Andrew’s Episcopal Church Monday Morning Monthly Market 2024 Rules: _____
- I understand that if selected I must receive and show proof of the required insurance by May 20, 2024, or after _____
- I understand that if selected, I am responsible for obtaining and submitting any & all applicable licenses, permits & certifications by May 3, 2024, or after _____

I am authorized to submit this application on behalf of the farm named in this application:

Print name: _____

Sign: _____

For Farm: _____

Date: _____

Send Application and Agreement to:

Terri Sackett, Warden
St. Andrew’s Episcopal
Church 121 High St.
Mt. Holly, NJ 08060
terjohn@aol.com 609-504-5146

ATTACHMENT 2
2024 FOOD VENDOR APPLICATION

Business Name:

Contact Name:

Address:

Contact phone number:

Can the Church share this number with customers? Yes _____ No _____

Email Address:

Website:

Number of Years in Business: _____ Please describe the product(s) you would like to sell:

How are these products produced?

Have you sold these products at other farmers markets, festivals, fairs, or events in the past?

Yes ____ No ____ If yes, please list (include dates):

Will you allow the Church to use photographs of you and/or your products for advertising, website, and social media? Yes _____ No _____

I possess a Cottage Food Permit: Issued date _____ Expiration date _____

Please indicate below by initialing the 2024 dates that you prefer to participate:

June 3	July 1	August 5
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PLEASE INITIAL ALL:

- I have read and understand the vendor application and the St. Andrew’s Episcopal Church Monday Morning Monthly Market 2024 Rules: _____
- I understand that if selected I must receive and show proof of the required insurance by May 20, 2024, or after _____
- I understand that if selected, I am responsible for obtaining and submitting any & all applicable licenses, permits & certifications by May 3, 2024, or after _____

I am authorized to submit this application on behalf of Food Vendor named in this application:

Print name: _____

Signature: _____

For: _____

Date: _____

Send Application and Agreement to: **Terri Sackett, Warden,**
St. Andrew’s Episcopal Church, 121 High Street, Mt. Holly, NJ 08060
terjohn@aol.com 609-504-5146

ATTACHMENT 3
2024 CRAFT or ARTISAN VENDOR APPLICATION

Business Name: _____

Contact Name: _____

Address: _____

Contact phone number: _____

Can the Church share this number with customers? Yes _____ No _____

Email Address: _____

Website: _____

Number of Years in Business: _____

Please describe the product(s) you would like to sell:

Have you sold these products at other farmers markets, festivals, fairs, or events in the past?

Yes ___ No ___ If yes, please list (include dates):

Please initial to indicate the dates that you prefer to participate during the Monday Morning Market 2024:

June 3	July 1	August 5
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PLEASE INITIAL ALL:

- I have read and understand the vendor application and the St. Andrew's Episcopal Church Monday Morning Monthly Market 2024 Rules: _____
- I understand that if selected I must receive and show proof of the required insurance by May 20, 2024, or after _____
- I understand that if selected, I am responsible for obtaining and submitting any & all applicable licenses, permits & certifications by May 3, 2024, or after _____

I am authorized to submit this application on behalf Craft Vendor named in this application:

Print name: _____

Signature: _____

For: _____

Date: _____

Send Application and Agreement to: **Terri Sackett, Warden,**
St. Andrew's Episcopal Church 121 High St. Mt. Holly, NJ 08060
terjohn@aol.com 609-504-5146

ATTACHMENT 4

NON-PROFIT VENDOR APPLICATION

Contact Name:

Non-Profit Name:

Contact's Connection with Non-Profit Group: _____

Non-Profit Address:

Contact phone number:

Website Address:

Email Address:

Please describe the product(s), if any, you would like to sell, or distribute literature:

Please describe activities you would like to conduct:

Please initial to indicate the dates that you would like to attend the Monday Morning Market 2024:

June 3	July 1	August 5
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PLEASE INITIAL ALL:

- I have read and understand the vendor application and the St. Andrew's Episcopal Church Monday Morning Monthly Market 2024 Rules: _____

- I understand that if selected I must receive and show proof of the required insurance by May 20, 2024, or after _____
- I understand that if selected, I am responsible for obtaining and submitting any & all applicable licenses, permits & certifications by May 3, 2024, or after _____

I am authorized to submit this application on behalf of the Non-Profit Vendor named in this application:

Print name : _____

Signature: _____

For: _____

Date: _____

Mail to: **Terri Sackett, Warden St. Andrew's Episcopal Church 121 High St. Mt. Holly, NJ 08060**
terjohn@aol.com

ATTACHMENT 5

(All Vendors Must Complete Agreement & Return with Vendor Application)

Indemnification of St. Andrew's Episcopal Church by Execution and Submission

“Defense and Indemnification Agreement”

Vendor Name:

Vendor Address:

All vendors that participate in the St. Andrew's Church Monday Morning Market 2024 shall agree to defend, indemnify and hold harmless St. Andrew's Episcopal Church (Mt. Holly Twp.) and its' Vestry, employees, servants and agents from all claims, suits or actions of every kind or character made upon, or brought against the Church and its officers, employees, servants and agents for, or on account of any injuries, or damages which shall arise, in whole or in part, out of, in the course of or as a consequence of any willful or negligent act, or omission, or tortuous act, or omission of the Vendor, its employees, agents or subcontractors, in the performance of the said work, or by, or in the consequence of any negligence in the operations or any improper material or equipment used, or by, or on account of any act, or omission of the Vendor, or its servants, agents or employees. This indemnity shall include attorney's fees and costs and all other expenses incurred in the defense of any suit.

Please initial and sign:

I am authorized to submit this agreement on behalf of the vendor named in this

application _____.

Print name: _____

Signature: _____

Dated: _____

Mail, Text, Complete online application & Agreement, or Photo and E-mail with application to: **Terri Sackett, Warden, St. Andrew's Church 121 High Street, Mt. Holly, NJ 08060, 609-504-5146, terjohn@aol.com**

ATTACHMENT 6

Monday Morning Monthly Market Rules **St. Andrew's Episcopal Church 121 High St. Mt. Holly, NJ 08060**

Location: The Monday Morning Market 2024 will operate at 121 High St., Mt. Holly Township in the parking lot (Rain-in Parish Hall). The property owned by St. Andrew's Episcopal Church.

Dates of the Market: Mondays, from June 3, July 1, and August 5, 2024.

Times for Market Sales: The market will be open for business to the public beginning at 9 AM-Noon. No sales will be permitted before 9 AM, however, sales will be permitted after 12 PM during the time when vendors are taking down their facilities. All vendors are required to remain at their designated location by 12:30 PM.

Vendor Designation: Vendors shall be designated as follows: agricultural, food, craft, and nonprofit which the vendor is associated and has submitted the application and appropriate certificates/licenses, if required.

Under no circumstances may vendors re-sell produce purchased from other vendors at the market. This rule is designed to prevent unfair competition among vendors.

Management: A designated Market Manager will primarily manage the oversight and management of the Monday Morning Monthly Market 2024. The Market Manager's duties will include the following: Supervise opening and closing of market; Record attendance and keep a brief log of market events; Assign spaces to Vendors and re-assign spaces in the event of an absence or late arrival; Monitor customer interaction with Vendors and resolve conflicts that may arise; Appropriately respond to and address customer suggestions, questions and concerns; Enforce market rules and report alleged violations in writing; Coordinate with local officials and inspectors at the market; Convene meetings with Vendors, as necessary; Coordinate event planning with vendors; Coordinate set up and take-down of market information table; Coordinate with Church maintenance staff to ensure that site is left clean, all trash is picked up, all vendors have left; Put up and take down any temporary signage placed nearby to advertise market; Tardiness/No-Shows/Early Departures: Proper notification is required if a vendor expects to be late or absent for a market day; If the vendor cannot adhere to the market schedule, he or she is obliged to call or text the Market Manager by 5:00 p.m. the day prior to the market day in question (609-504-5146). If a vendor must miss a scheduled market day for any reason other than predicted inclement weather or a legitimate emergency, he or she is required to give at least 24 hours' notice to the Market Manager.

External Regulations: Vendors are responsible for compliance with all applicable municipal, county, state and federal regulations relating to agricultural production, food production and preparation and conduct of business. If the Market Manager is advised by any legal authority that applicable regulations are not being complied with, the Vendor may be prohibited from participating in the Market.

Space and Parking Designation: The Market Manager will be responsible for determining the space and position of each Vendor at the market on each day of the market season but may reassign positions for any reason. Parking is available in the designated Vendor Parking Area behind the Parish Hall in the back lot. Customer parking is limited to street, Township parking lots and behind church at 35 Garden Street.

Vendor Conduct: Vendors must completely clean-up the area around their designated space and sales area before leaving the market each day after closing time. Their area is to be left “broom swept” and free of debris. Vendors not complying with this provision will be charged a \$25 fee for each occurrence. If non-compliance continues, the Vendor in question may be asked not to return to the market. Vendors will be asked to remove pets from the market if they are disruptive to other vendors or customers. **Smoking & vaping is not permitted on church property during the Monday Morning Market 2024.**